

# CHAPTER 1. INTRODUCTION

## SECTION 1. GENERAL

**1-1. PURPOSE.** This order conveys instructions, standards, and guidance for the administration of Air Traffic technical training.

**1-2. DISTRIBUTION.** This order is distributed to selected offices in the Federal Aviation Administration (FAA) headquarters, regional headquarters, FAA Technical Center, the Mike Monroney Aeronautical Center, all Air Traffic field offices, the FAA Academy, all International Aviation field offices, and interested members of the aviation public.

**1-3. CANCELLATION.**

a. Order 3120.4H, Air Traffic Technical Training, dated June 1, 1995, is canceled. The identification of 3120.4I (capital "I") was skipped to avoid confusion with the number one (1).

b. Order 3120.18A, National En Route and Terminal Air Traffic Training Programs, dated November 22, 1983, is canceled.

**1-4. EFFECTIVE DATE.** This order is effective July 30, 1998.

**1-5. EXPLANATION OF CHANGES.** This order has been corrected, revised, and updated to address many outstanding issues from the field facilities. A brief explanation of the significant changes to the order is listed below.

- a. Terms have been updated.
- b. References to the regional Resource Management Branch have been changed to regional Air Traffic Division.
- c. References to broadband modes, FDEP, and TPX-42 have been deleted.
- d. Digital Bright Radar Indicator Tower Equipment (DBRITE) certification and Limited Aviation Weather Reporting Station (LAWRS) certification have been added as FAA Academy support functions.
- e. Training responsibilities have been consolidated in Chapter 2, Section 2, Roles and Responsibilities.
- f. Initial qualification training guidelines have been included for cross-option training.
- g. Direct Access Radar Channel (DARC) refresher training requirements have been revised.
- h. The on-the-job training instructor (OJTI) has been made responsible for all positions combined during training, even if the developmental is certified on one or more of the positions that are combined.
- i. The timeline for conducting an initial performance skill check has been changed.

- j. Documentation of the training plan, and any modifications to it, has been made a requirement.
- k. Guidelines for certification skill-check sessions have been clarified.
- l. Course names and numbers have been updated.
- m. FAA Forms 3120-1, Training and Proficiency Record; 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report; and 3120-26, FSS/AFSS OJT Instruction/Evaluation Report, have been revised.
- n. Time allowed for employees to initial or sign entries for training received in FAA Form 3120-1 has been changed from 30 to 90 calendar days following the month in which the training was completed.
- o. Airport Traffic Control Tower (ATCT) and Air Route Traffic Control Center (ARTCC) job sub-task indicators have been revised to eliminate redundancy and provide clarification.
- p. The Instructional Program Guide (IPG) sections have been assigned development stage (or training component) numbers. Development stage prerequisites have been clarified.
- q. The En Route and Terminal IPGs (Appendixes 4 and 6) have been revised to clarify skills taught and tasks performed, and to eliminate redundancy with other sections of this order.
- r. The hours for the training blocks in the National Flight Service Station (FSS) Initial Qualification Training Program and the National Terminal to Flight Service Initial Qualification Training Program have been broken down into classroom, lab, and (in some cases) examination times.
- s. Evaluation criteria for the classroom portion of Local Control/Cab Coordinator Position Training have been updated to concur with the current airspace classification.
- t. Requirements for LAWRS initial training, certification, refresher training, and recertification have been included.
- u. Retention of recertification due to loss of currency documents have been updated.
- v. Skill Enhancement training has been defined for full performance level (FPL) specialists and added as part of proficiency training.
- w. Remedial training has been made mandatory when an employee's decertification is performance related.
- x. Accomplishment of non-performance related recertification has been made allowable by individual position or single action covering multiple positions, at the discretion of the Air Traffic Manager (ATM).
- y. Disposal of training documents has been made allowable after certification on each position or, for the en route option, after certification on each sector. (Prior to disposing of training documents, they should be offered to the employee.)
- z. OJT and OJT Cadre courses are now to be entered in Section VII of FAA Form 3120-1.

**aa.** Traffic Management Unit (TMU) IPG and FAA Form 3120-32, Traffic Management Coordinator OJT Instruction/Evaluation Report added.

**bb.** A requirement for training teams to meet periodically, at a frequency to be determined by the training team, has been added.

**cc.** On-The-Job-Familiarization (OJF) is now documented in FAA Form 3120-25/26/32, or in a regionally/locally approved format.

**dd.** The sample training plan has been revised.

**ee.** Certification skill checks now require direct monitoring by the operations supervisor.

**ff.** Fulfillment of the monthly skill check requirement with a certification skill check has been made allowable if the certification skill check results in skill enhancement training or continuation of training.

**gg.** Training and certification requirements for the Flight Service Data Processing System Automation Specialist have been removed.

**1-6. DELEGATION OF AUTHORITY.** As directed by the Director of Air Traffic (AAT-1), the Program Director for Air Traffic Resource Management (ATX-1), is responsible for Air Traffic technical training. By order of the director, all persons involved in Air Traffic technical training shall comply with this order. The Manager, Training Division (ATX-100), is delegated authority in all matters related to the training programs and policies described in this order. Supplemental changes and requests for waivers to programs and policies transmitted by this order must receive prior approval through written requests to ATX-100. If a conflict arises between the contents of this order and other FAA issuances, managers shall request clarification from ATX-100 through their Air Traffic divisions. The FAA Academy should request any needed clarification from ATX-100. The Manager, Training Division (ATX-100), is delegated authority in all matters involving performance verification related to Air Traffic Initial Qualification training programs and the Terminal Basic Radar Training course and is responsible for coursework/curriculum review and oversight for all Air Traffic training conducted at, or prepared by, the FAA Academy.

## SECTION 2. TERMS OF REFERENCE

### 1-7. WORD USAGE AND DEFINITIONS.

a. **Word Usage.** Unless otherwise noted, singular shall indicate plural, and vice versa.

- (1) *Shall* is used when an application of a procedure is mandatory.
- (2) *Shall not* means prohibited.
- (3) *Should* means recommended.
- (4) *May* means permitted.
- (5) *Will* is used only to indicate futurity and is never used to indicate a requirement.

b. **Definitions.**

(1) **Additional On-the-Job Training (OJT) Hours.** Term used to refer to OJT hours authorized beyond the target hours.

(2) **Air Traffic.** Headquarters Air Traffic organization.

(3) **Air Traffic Manager (ATM).** Individual responsible for the overall efficiency and effectiveness of the facility training program.

(4) **Centralized Training.** Agency training conducted at a location other than the participant's regularly assigned facility (i.e., FAA Academy, Center for Management Development, etc.). This may include resident courses conducted locally and funded centrally.

(5) **Certification Skill Check.** An assessment used to determine if a developmental demonstrates the knowledge and skill level necessary to certify on an operational position.

(6) **Classroom Training.** Instructional presentations administered away from operational positions.

(7) **College Training Initiative (CTI).** FAA program that provides potential air traffic control candidates for hire.

(8) **Computer Based Instruction (CBI).** Instructional delivery method using interactive computer technology.

(9) **Consolidated Positions.** Those operational positions of the same nature which are routinely combined (e.g., 6D/13D, 8R/10R, etc.).

(10) **Correspondence Study.** Program conducted primarily by self-paced lesson plans.

(11) **Currency.** Prescribed minimum time requirement necessary to work an operational position independently under general supervision.

(12) **Developmental.** An air traffic control specialist (ATCS) in any option who has not achieved full performance level (FPL) for the facility/area to which assigned.

(13) **Developmental's Supervisor.** The supervisor of record for the developmental.

(14) **Discontinuation of Training.** A result of a training review that recommends no further training be conducted.

(15) **Direct Monitoring.** Observing and listening to all activity at the operational position.

(16) **Facility Training.** Training conducted at the employee's regularly assigned duty location.

(17) **Failed.** Grade assigned to a student who does not satisfactorily complete a course.

(18) **Familiarity.** Knowledge of delegated airspace, adjacent facilities, frequencies, traffic flows and types, and procedures (e.g., letters of agreement [LOAs]) associated with a sector/operational position.

(19) **Full Performance Level (FPL).** Status of an ATCS who has achieved the highest nonsupervisory grade level and is facility/area-rated.

(20) **Incomplete.** Grade assigned to a student who does not complete a course because of mitigating circumstances which are not related to performance (e.g., prolonged illness, death in family, etc.).

(21) **Instructional Program Guide (IPG).** Guide that outlines required course content for certain national Air Traffic Training Programs (ATTPs). Some IPGs have been incorporated as appendixes to this order.

(22) **Laboratory Training.** Training conducted with job simulation techniques (e.g., nonradar, Dynamic Simulation (DYSIM)/Enhanced Target Generator (ETG)/Training Target Generator (TTG), CBI, etc.).

(23) **Minimum Certification Hours.** The number of training hours required before becoming eligible for certification on a given operational position.

(24) **Nonoperational Personnel.** Facility managers, assistant managers, support managers, national traffic management supervisors, and support specialists who, as a condition of employment, are not required to maintain currency.

(25) **On-the-Job Familiarization (OJF) Hours.** Time that a developmental is assigned direct monitoring of an operational position.

(26) **On-the-Job Training (OJT).** Training conducted by a supervisor or OJTI that provides direct experience in the work environment.

(27) **On-the-Job Training Instructor (OJTI).** An individual who instructs the developmental/ATCS during OJT.

(28) **Operational Personnel.** Operations supervisors (including facility managers who also serve as operations supervisors), traffic management coordinators, FPL controllers, developmentals, and air traffic assistants.

(29) **Out-of-Agency Training (OAT).** Training conducted by or obtained from sources other than the FAA.

(30) **Over the Shoulder.** A supervisory observation from a close proximity, of an employee performing his/her duties .

(31) **Performance Skill Check.**

(a) **Developmental.** An assessment used to evaluate training progress by comparing a developmental's knowledge and skill levels to those required for certification.

(b) **FPL.** An assessment of a specialist's performance on an operational position on which the specialist is certified.

(32) **Performance Verification Process (PV).** Academic and scenario-based assessment of students completing FAA Academy En Route Initial Qualification, Terminal Tower Cab Training, and Terminal Basic Radar Training courses.

(33) **Proficiency.** Knowing, understanding, and applying air traffic procedures in a safe and efficient manner.

(34) **Proficiency Training.** Training conducted to maintain and update the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner.

(35) **Qualification Training.** Training conducted to develop the knowledge and skills required to qualify specialists for certification on positions of operation within an air traffic facility.

(36) **Refresher Training.** Recurring training conducted to maintain and update previously learned knowledge and skills.

(37) **Remedial Training.** Training provided to correct specific identified operational deficiencies.

(38) **Self-Study.** Training situation wherein the study/learning is accomplished by the individual.

(39) **Simulation Training.** Training conducted in a classroom/laboratory environment designed to allow the developmental to apply basic skills and knowledge.

(40) **Skill Enhancement Training.**

(a) **Developmental.** Training used to improve knowledge level or skill performance of developmentals.

(b) **FPL.** Training designed to increase the proficiency of a specialist in a skill on a position which the specialist is certified.

(41) **Supplemental Training.** Training conducted when changes occur pertaining to new/revised procedures, regulations, or equipment.

(42) **Suspension of On-the-Job Training (OJT).** An action taken by the developmental's supervisor to temporarily stop OJT.

(43) **Target Hours.** The training hours normally required for certification on an operational position.

(44) **Training Administrator (TA).** The individual designated to administer the facility training program.

(45) **Training Proposal.** A written document that identifies a training need and specifies tasks, target audience, schedule, and priority for the proposed training.

(46) **Training Team.** Designated individuals who facilitate the training of a developmental.

(47) **TRAX.** A software program that allows automated preparation and maintenance of employee training records.

(48) **Withdrew.** Grade assigned to a student who does not complete a course because of circumstances which would prohibit reentry into the training program at the present facility (i.e., withdrawing from training in anticipation of failure and/or resigning when in unsatisfactory training status).

**1-8. FORMS AVAILABILITY.** Additional copies of the following FAA forms may be ordered from the FAA Logistics Center at the Aeronautical Center.

a. FAA Form 3120-1, Training and Proficiency Record (NSN: 0052-00-077-8002; unit of issue: book).

b. Replacement pages:

(1) FAA Form 3120-1.3, Qualification Training (continuation sheet) (NSN: 0052-00-863-7001; unit of issue: sheet).

(2) FAA Form 3120-1.5, Proficiency Training (continuation sheet) (NSN: 0052-00-863-8001; unit of issue: sheet).

(3) FAA Form 3120-1.6, Technical Appraisal (continuation sheet) (NSN: 0052-00-863-9001; unit of issue: sheet).

(4) FAA Form 3120-1.7, Management and Other Training (continuation sheet) (NSN: 0052-00-864-0000; unit of issue: sheet).

(5) FAA Form 3120-1.8, Familiarization Training (continuation sheet) (NSN: 0052-00-864-1001; unit of issue: sheet).

6/16/98

3120.4J

c. FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report (NSN: 0052-00-900-2002; unit of issue: sheet).

d. FAA Form 3120-26, FSS/AFSS OJT Instruction/Evaluation Report (NSN: 0052-00-900-3002; unit of issue: sheet).

e. FAA Form 3120-32, Traffic Management Coordinator OJT Instruction/Evaluation Report (NSN: 0052-00-921-7000; unit of issue: sheet).